

**ORGANISATION FOR ECONOMIC  
CO-OPERATION AND DEVELOPMENT**

**UNCLASSIFIED**

**Paris, 26-Aug-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 26-Aug-1998**

**HRM/VAC(98)67**

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## **OFFICE CIRCULAR**

### **CLERK (GRADE B1), TRANSLATION DIVISION, LINGUISTIC AND CONFERENCE SERVICE**

**Closing date for applications: 18th September 1998**

**The OECD is an equal opportunity employer  
and encourages applications from female candidates**

#### **Role**

Under the supervision of the Head of the Reference and Terminology Unit and the Principal Assistant in charge of references, the post-holder is responsible for the physical management and distribution of OECD documents and publications in response to the needs of the Division.

#### **Main Duties**

1. Regularly and systematically file all OECD documents and publications received by the Unit. Carry out, on a routine basis, the various tasks which need to be performed to ensure that documents stored within the Unit are properly and efficiently managed. Manage the publications loan file.
2. Remove reference documents from files in accordance with the indications given by the assistants in the Unit responsible for preparing texts for translation or in response to requests by translators. Put documents back in files and replace files on shelves after use.

3. Consult the Organisation's databases (notably the RMSWeb) in order to verify the existence and status of documents that the Reference and Terminology Unit has not received. Contact author services to obtain missing documents or to ask for any additional information that might be required.
4. Meet ad hoc requests for documents from individual translators and help them to consult old documents stored on microfilm or microfiche; print the passages in the latter requested by translators.
5. Carry out the photocopying work of the Unit.

**Principal Qualifications and Core Competences**

1. Good general level of education.
2. Good knowledge of one of the official languages of the Organisation (English and French) and a reasonable knowledge of the other.
3. Sufficient knowledge of computers to be able to consult databases and other sources of documentary efficiently and to manage the loans file.
4. Well-organised and methodical approach; ability to prioritise tasks and to work under pressure.
5. Ability to work as part of a team. Ability to communicate with people outside the Division and readiness to deal promptly with requests from individual translators.
6. Good physical condition.

## GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

**Who may apply:** Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

**Closing date:** The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

**Duration of appointment:** A fixed-term appointment (usually for two or three years, with the possibility of renewal) will be offered.

**Grade of appointment:** Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

**Place of work:** Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

**Duties:** The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

**Qualifications:** The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

**Tests:** For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

**Interviews:** The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

**Final selection:** The final selection will be made on the basis of the qualifications, experience and core competences mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

**How to apply:** Those who wish to apply for this post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

November 1997